



To: All Owners and Managers
From: Bob Conroy, Director of Asset Management

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I. TRACS Release 2.0.3.A Fall 2018 Implementation Schedule

The HUD Office of Multi-Family Housing has posted an update to the TRACS Release 2.0.3.A 4-month implementation schedule which was to begin February 1, 2018. This implementation date is being RESCHEDULED to the Fall of 2018 to accommodate: Office of Management and Budget (OMB) approval of new and revised HUD forms and associated collection of information from the public; and HUD Office of Chief Information Officer (OCIO) TRACS upgrade project to allow currently unsupported Cool:Gen v6.5 software development tools to be upgraded to the current vendor supported release CA Gen v8.6.

MFH will publish a final 4-month implementation schedule once TRACS has completed: [i] User Acceptance Testing (UAT) of TRACS software upgrade with industry software vendors and [ii] OMB approval of HUD's new and/or revised forms for the collection of information.

Testing requirements, the final TRACS Release 2.0.3.A Implementation Schedule, and stakeholders' notifications will be posted on the TRACS documents page:
https://www.hud.gov/program_offices/housing/mfh/trx/trxsum

II. NAHMA 2018 Education Foundation Scholarship Program

The National Affordable Housing Management Association “NAHMA” Educational Foundation is accepting online 2018 applications for scholarships to be awarded to worthy student residents. This year will be the 12th consecutive year that the foundation has made scholarships available.

To access the application, visit <https://nahma.communityforce.com>. It can also be found on the NAHMA website at www.nahma.org, by clicking on the Educational Foundation link under the About Us tab.

Eligibility for the program requires that an applicant be a resident in good standing at an AHMA-affiliated multifamily community and be either a high school senior with a minimum 2.5 GPA or a matriculated student with a minimum 2.3 GPA at an accredited community college, college, university or trade/technical school.

The process requires applicants to complete an online application form, two references, an essay and a certification of residency in good standing form. A current grade transcript is also necessary and is the only application component sent via U.S. mail to the foundation. All necessary forms are provided within the web-based application at <https://nahma.communityforce.com> and **no hard copies are needed**.

Anyone with questions about the application process or the scholarship program in general should contact Dr. Bruce W. Johnson, NAHMA scholarship program administrator, at 215-262-4230 or at bjohnson@tmo.com.

In 2007, the foundation awarded 22 scholarships worth a total of \$22,000 and last year a record 130 scholarships were awarded worth \$325,000. Additionally, \$2,000 was donated to the Real Estate Management Department at Virginia Tech. Through the 11-year history of the program, more than \$1,250,000 worth of scholarships have been provided to accomplished student residents. The NAHMA Educational Foundation is very pleased to have been able to create this legacy supporting resident academic achievement for the betterment of communities across the country.

"The foundation is one of only a few of its type in the nation and we are very proud of the difference we have made in the lives of families living in affordable housing," said Melissa Fish-Crane, NAHMA Educational Foundation chair. "We appreciate the continued financial support of the friends of the NAHMA Educational Foundation and welcome any area businesses, corporations, private trusts, families and individuals who wish to join us in our effort to recognize and assist those who are the future of their respective communities."

The deadline for completed applications is 10 p.m. EDT on Friday, May 25. Please alert your residents about the scholarship program so that they can take advantage of the lengthy timeline that remains to complete their application. The foundation is hopeful that 2018 will bring in more completed applications than in any of the previous 11 years the program has been in existence.

For more details on the mission of the NAHMA Educational Foundation and opportunities to support its work, contact Brenda Moser at brenda.moser@nahma.org.

III. 2018 MREMA Annual Conference

Maine Real Estate Management Association “MREMA” has announced that the 2018 MREMA Annual Conference will be held May 7th-9th at the Black Bear Inn and Conference Center & Suites in Orono, Maine.

They have put together an amazing conference this year filled with education sessions, fun entertainment and great networking opportunities. Keynote Speaker Lee Szelog kicks off on Monday morning with inspiration and motivation, and **Running with Scissors** with Tuck Tucker concludes the evening entertainment. While Monday boasts a very exciting day filled with technical and soft skills training, be prepared for Tuesday and its interactive tracks. These include the **Maine State Police Impaired Driving Evaluation Rig, LIHTC compliance training and a Murder Mystery Dinner** while Wednesday tops you off with wonderful updates on housing the homeless, much needed Blended compliance training and updates on the new **Tax Reform law**. You surely will not be disappointed.

IV. Resident Rights and Responsibilities Brochure

The Office of Multifamily Housing Programs has released an updated Resident Rights and Responsibilities brochure, which is available to download and print

at: https://www.hud.gov/sites/dfiles/Housing/documents/resident_rights_brochure_8.pdf.

This document provides a summary of key resident rights and responsibilities for tenants living in Multifamily assisted housing along with resources and contact information for tenants needing assistance. Owners must provide applicants and tenants with a copy of the Resident Rights and Responsibilities brochure at move-in and annually at recertification. The Office of Multifamily Housing Programs encourages owners and management agents to distribute this brochure electronically, in addition to having printed copies available for tenants who prefer hardcopies. Translation of the updated brochure to other languages is currently pending and will be posted to HUD's Fair Housing and Equal Opportunity website at

https://www.hud.gov/program_offices/fair_housing_equal_opp, once complete.

V. IRS Form 8703 – Annual Certification of a Residential Rental Project

The operator of a residential rental project for which an election was made under section 142(d) of the Internal Revenue Code must file Form 8703 annually during the qualified project period. This form must be filed by March 31 after the close of the calendar year for which the certification is made. The latest revision of this Form (Rev.9-2013) includes Part III which requests information about the Issuer and the tax-exempt financing that financed the project under section 142(d).

In order to assist in completing Part III of the form MaineHousing has posted information on its Tax-Exempt Private Activity Bond Issues on our website at the links listed below.

To gather the information on your project, first open the “MaineHousing MF Project List” at <http://www.mainehousing.org/partners/partner-type/property-owners-managers/tax-exempt-bond-project-information>. Locate your project from the list and note the bond series in column C. Please note that it is possible for your project to be listed under more than one bond series. If it is listed under more than one bond series the 8703 Form will need to include information on each bond series. If your project was previously on the “MaineHousing MF Project List” and is no longer listed, you should consult your accountant to determine whether you still need to file a Form 8703 for the project.

Once you know the bond series, open the “MaineHousing Master Bond List” at <http://www.mainehousing.org/partners/partner-type/property-owners-managers/tax-exempt-bond-project-information>. This list contains the information on each bond series that is needed to complete part III of Form 8703 and corresponds with boxes 14 – 20 on the form.

Please note the bond information for your project will not necessarily stay the same for the life of the project. This information will need to be reviewed on an annual basis. Please also note that MaineHousing does not provide tax advice. If you have questions related to the filing of this form you may want to consult your tax professional or contact the IRS by sending an email to: TaxExemptBondQuestions@irs.gov and put “Form 8703 Question” in the subject line. In the email, include a description of your question, a return email address, the name of a contact person, and a telephone number.

VI. Annual Tax Credit Reporting Requirements

As a reminder, for projects who have received an allocation of tax credits, the following information is due no later than May 1st of each year throughout the Extended use Period of the Qualified Low-income Housing project for the preceding calendar year:

1. Annual owner certification – emailed to LIHTC@mainehousing.org A copy of the form is attached to this notice.
2. An executed Form 8609 for each building (this is only required one time when reporting the year a building is Placed in Service) – emailed to LIHTC@mainehousing.org
3. Electronic submission of tenant data through the WTC system.

Additional Requirements for properties with Tax-Exempt Bonds and/or FedHOME funds:

1. Properties with Tax-Exempt Bonds are required to submit a copy of IRS Form 8703 – emailed to LIHTC@mainehousing.org
2. Properties with HOME units are required to submit a paper copy of the Tenant Status Report listing only the HOME units. Because this report contains sensitive tenant information we ask that the report be mailed or faxed to MaineHousing rather than sent via email. Owners who are submitting HOME Tenant Status Reports may also include their Owner Certification and 8609s and 8703 (if required) with their submission, rather than emailing them separately.

VII. IRS Form 8823

MaineHousing is required to file an IRS form 8823 for any UPCS or Tax Credit violations that may occur at LIHTC properties within the first 15 years of occupancy. Currently this form is mailed to the owners in hard copy format. In an effort to streamline the process, MaineHousing will begin emailing this form directly to the owners at the email address currently on file. Please make your owners aware of this change, so that they can report any changes in their email addresses to: LIHTC@mainehousing.org , referencing the property name.

VIII. New Asset Management Staff

Although early in the year, 2018 has been busy for our Department. Since January, we have celebrated Sandra Bourrie's retirement after 16 years with the agency and added 4 new staff members into positions that had been vacant for a period of time. Please help us welcome the following new staff to the Asset Management Department:

Asset Managers - Amanda Jankowski, Billy Clark and Steven McDermott

Multifamily Building Analyst – Nicole Lord

Attachments:

- **LIHTC Owner Certification**
- **2018 MREMA Conference Registration**
- **MREMA 2018 Conference Schedule**

Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

